



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

<b>Title</b> <b>Manager 2, Human Resources or Manager 1, Human Resources [Classified Competitive]</b>			<b>Salary</b> <b>&amp;32 \$73,867.90 - \$107,117.76 or V30 \$70,641.60 - \$100,810.32</b>
<b>Posting Number</b> <b>104-17</b>	<b>Position Number</b> <b>046733</b>	<b>Number of Positions</b> <b>1</b>	<b>Posting Period *</b> <b>From: 6/20/2017 To: 7/5/2017</b>
<b>Location:</b> <b>Health &amp; Agriculture Building 369 S. Warren St. Trenton, NJ 08625</b>			<b>Scope of Eligibility/Open to:</b> <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>The Department of Health is seeking a motivated individual with excellent interpersonal, oral communication, time management and customer service skills to work in our Human Resources Services Division. Under the direction of the Division Director, this individual will manage the work of the Administration/Payroll &amp; Benefits unit. The selected candidate will lead a team of individuals who prepare payrolls, process benefits, and leaves of absence in accordance with state, federal, departmental and collective bargaining agreements. This position will work closely to monitor and ensure compliance with established procedures, review monthly statistical reports, identify and correct areas of concern, maintain and update departmental circulars and recommend process improvements. Additionally, the candidate will assign work, provide guidance to staff, conduct performance evaluations and conduct training for staff. The position will work with an interdisciplinary team to manage process improvements in workflows for Performance Management and work toward continuous quality improvement initiatives in the division.</p>			
<p><b>SPECIAL NOTE:</b> Knowledge of business objects, HR Analytics and performance management is helpful.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.  <b>EXPERIENCE:</b> NOTE: The following experience, as a primary function, DOES NOT INCLUDE routine processing of personnel transactions, completion and checking of forms, filing or data entry. Level 1: Six (6) years professional experience in a personnel or human resource management program. Three (3) years of the required experience shall have been in a supervisory capacity. Level 2: Seven (7) years professional experience in the administration of a human resource management program. Three (3) years of the required experience shall have been in a supervisory capacity. NOTE: Supervisory experience may include directing the staff of two or more programs in a human resources unit such as: position classification; compensation; staff and organizational development; regulation interpretation; personnel selection procedures; equal employment opportunity; workforce planning; and employee relations.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PSTHR@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Loreta Sepulveda, Director Human Resources Services Reference Posting #104-17 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></li> </ul> </div> <div style="width: 45%;"> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• State of NJ Employment Application (<a href="http://nj.gov/health/forms/dpf-663.dot">nj.gov/health/forms/dpf-663.dot</a>).</li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p> </div> </div>			

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**